

英语（第二册）

课文译文和参考答案及听力录音材料

Unit 1 Career Planning

Module I Warming Up

Task 1 Match the following pictures with the words.

Answers : (1) C (2) E (3) B (4) A (5) D (6) F

Task 2 Work in pairs. What kind of job do you want to do in your future? Discuss with your partners and give your reasons.

Open.

Module II Listening and Speaking

Dialogue One

Task 1 Listen to the dialogue and fill in the blanks with what you hear. The following words and expressions may help you.

Answers : (1) graduation (2) salesperson (3) internship (4) regular (5) secretary

Translation of Dialogue One

Bob: 嗨, Alice, 你毕业后想做什么?

Alice: 嗯, 我想在一家大公司做销售, 因为我不喜欢一直待在办公室工作, 我喜欢和各种各样的人打交道。

Bob: 你做好准备了吗?

Alice: 是的。我的专业是营销专业。我曾经在一家 4S 店实习, 实习期间, 老板对我的沟通技能非常满意。

Bob: 太棒了, 我真是羡慕你。

Alice: 你呢, Bob?

Bob: 哦, 你知道我喜欢有规律的工作。因此, 我想成为一名秘书。 我的梦想是在办公室有规律地上班工作。

Alice: 我知道了, 祝你好运。

Bob: 非常感谢。

Tapescripts:

Bob: Hi, Alice. What would you like to do after graduation?

Alice: Um, well, I want to work as a salesperson for a big company. Because I don't like to work in an office all the time. I'd like to meet different kinds of people.

Bob: Have you prepared well for your ideal job?

Alice: Yes, I have. My major is marketing and I once took an internship in the 4S store. During

that time, my boss was satisfied with my communication skills.

Bob: That sounds great. I envy you so much.

Alice: What about you, Bob?

Bob: Oh, you know I enjoy regular working hours. So I'd like to work as a secretary. My dream is to work in an office regularly.

Alice: I see. I wish you good luck.

Bob: Thank you very much.

Task 2 Listen to the dialogue again and answer the following questions.

Answers:

- (1) Alice's dream is to work as a salesperson for a big company.
- (2) Her major is marketing. She once took an internship in a 4S store and the boss was satisfied with her communication skills.
- (3) Bob's dream is to be a secretary.
- (4) Because he enjoys regular working hours.

Task 3 Practice the following sentences.

Omitted.

Dialogue Two

Task 1 Listen to the dialogue and tick the items you heard. The following words and expressions may help you.

Answers: ☒ money ☒ fund ☒ company
☒ aspect ☒ entrepreneur ☒ failures

Translation of Dialogue Two

Jack: 毕业后你想自己创业吗?

Ken: 当然, 这是我的梦想。我一直想经营公司, 所以我将拥有自己的创业公司。

Jack: 我太惊讶了。也许这项任务有些困难。

Ken: 是的, 会比较难。但是我不怕困难。我相信自己。

Jack: 要成立自己的公司需要做些什么呢?

Ken: 首先我会想办法解决一些实际问题, 比如公司的选址。另一方面是资金问题, 应该想办法找人资助公司。在某种程度上, 希望我的公司对社会能有所帮助。

Jack: 倒是有过许多成功的故事。

Ken: 当然, 这需要花费大量的时间和精力, 尤其是在起步阶段, 甚至可能会失败。

Jack: 看来你已经做好了充分的思想准备, 我相信你会成功的。你将成为著名的企业家。

Ken: 非常感谢, 我会尽力的。

Tapescripts:

Jack: Do you want to start your own business after you graduate from college?

Ken: Absolutely. It's my dream. I have always wanted to run a company. So I will have my own startup.

Jack: I'm shocked. Maybe it's a difficult undertaking.

Ken: Yes, it will be hard. But I am not afraid of difficulties. I believe in myself.

Jack: What do you need to do to set up your own company?

Ken: First, I will think of some ways to solve some practical problems, such as the location of the company. Another aspect is money. I should find some people to fund my company. In a way, I hope my company can help the world.

Jack: There are many successful stories.

Ken: Of course, it takes a lot of time and effort, especially at the first stage. There may be failures.

Jack: You have mentally prepared. I believe that you will succeed in your career and you will be a famous entrepreneur.

Ken: Thanks a lot. I will do my best.

Task 2 Listen again and decide whether the following statements are True (T) or False (F).

Answers: (1) F (2) F (3) T (4) F (5) T

Task 3 Work in pairs. Please make up your own dialogue based on the following situation, and you may refer to the sentences in the following expressions.

Open.

Module III Reading and Learning

Reading A Intensive Reading

Task 1 Read the passage about work ethics with the help of the following words and expressions.

Translation of Reading A

强烈的职业道德仍是成功的关键

道德是一种对与错的感觉。在职业环境中，个人的言行举止和严守规则就是职业道德。

职业道德是在专业组织中个人应有的价值观和原则。每一位员工都应该严格遵守这些原则。他们没有选择。此外，这种方法在专业环境中是必不可少的，因为它给人们带来了纪律感，并有助于保持办公室的礼仪。这些道德规范使员工能承担责任。

作为与工作相关的价值观和态度的建构，职业道德直接影响员工的工作绩效。职业道德受商业和社会实践的影响。强烈的职业道德激励你和你的员工勇于面对挑战。它驱使你尽最大努力，并为保持在团队的首位而奋斗。

具有强烈职业道德的人可靠、敬业、高效、合作和自律。一个人的职业道德是他性格的

体现。强烈的职业道德表明该人非常重视做好工作、尊重他人和诚信经营。雇主希望与具有强烈职业道德的人一起工作。拥有这种特质的人无论如何都是能够完成工作的优秀员工。

在竞争激烈的全球环境中，加班加点可能是商界的一种自然选择。众所周知，勤奋和自律是中国梦不可或缺的一部分。为实现中国梦而努力奋斗！

Task 2 According to the passage, tell whether the following statements are True(T) or False (F) .

Answers: (1) T (2) F (3) T (4) T (5) F

Task 3 Match the column A with the column B.

Answers: (1) -h (2) -a (3) -g (4) -i (5) -j
(6) -f (7) -d (8) -e (9) -c (10) -b

Task 4 Complete the sentences with the proper form of the given words in the box.

Answers: (1) responsible (2) face (3) approach
(4) principles (5) effect (6) suggests

Reading B Extensive Reading

Task 1 Read the passage about highly valuable employees with the help of the following words and expressions.

Translation of Reading B

高价值员工的态度

一句老话，“如果你想要什么，就问一个忙碌的人”，这在工作场所是再正确不过了。如果你想成为一名高价值员工，那么了解这些让人产生共鸣的态度是提高你自身技能的好方法。

性格特征

首先，也是最重要的，一个有价值的员工能明辨是非，并始终能做出正确的选择，即使是在选择并不是一件容易的事情的时候。高价值员工的另一个性格特征是可靠性。当你早上醒来，知道你的员工过去表现很好，并且今天也将做得很好时，这是很有价值的。通常，这些员工也很勤奋。这种特质意味着他们每天都会为你，也为了这一天的报酬而诚实的工作，每天，每时每刻。

行动导向

每天出现并尽最大努力是不够的。真正有价值的员工是积极主动并且多技能的。积极主动意味着他不会等待被告知该做什么——通常是在问题开始之前，他会提前弄清楚并去解决问题。这些员工还倾向于让自己承担更多的责任来不断提升他们的技能。这些以行动为导向的人是自我导向的学习者，他们总是想增加自己的“对公司的价值”。

积极的心态

一个有价值的员工通常工作时会面带微笑。她总是能用好心情来改变他人的态度。一个

开朗有价值的员工会让每一天充满乐趣、更有活力并能激励他人。

纪律和奉献

最后，那些致力于工作、奉献于公司的有价值的员工通过纪律严明的工作方式表现出这种奉献精神。这些员工会认真对待自己的工作。积极主动、多技能的员工利用这种特质，再加上诚实、可靠、勤奋的本性以及积极的态度，很快就会成为工作场所中最有价值的成员之一。

Task 2 Word match.

Answers: (1) -f (2) -e (3) -b (4) -d (5) -a (6) -c

Task 3 Read the following sentences. Then translate them into Chinese.

Answers:

- (1) 真正有价值的员工是积极主动并且多技能的。
- (2) 一个有价值的员工通常工作时会面带微笑。
- (3) 一个有价值的员工能明辨是非，并始终能做出正确的选择。
- (4) 如果你想成为一名高价值员工，那么了解这些让人产生共鸣的态度是提高你自身技能的好方法。
- (5) 那些致力于工作、奉献于公司的有价值的员工通过纪律严明的工作方式表现出这种奉献精神。

Module IV Workplace Writing

Writing One Resume

Task 3 Study the format of the above sample and write your own resume.

Omitted.

Writing Two Career Planning

Task 2 Choose what you consider as important when making a plan.

Answers: A B C D E F G

Mini-Project

Make your own video resume, and then upload your video and script to the teaching platform. Before you make your own video resume, please watch the following video.

Open.

Module V Workplace Know-how

Omitted.

Module VI More Exercises for Assessment

Listening Comprehension

Task 1 Listen to the passage and fill in the blanks.

Answers: (1) experienced (2) preparation (3) step (4) figure out (5) Resume

Tapescripts:

Finding a job is a difficult thing for anyone, whether you're a student looking for the first job in your life or an experienced worker looking for a better job. However, with full preparation and planning, finding a job can become less difficult. For example, dressing properly is an important step for any interview. If you dress properly, you will feel more confident and leave interviewers with a good impression. Another important thing is being honest. As interviewers could figure out any problems with your Resume.

Task 2 Listen to the dialogue and put the following sentences in order according to what you hear.

Answers: E G C B A F D

Tapescripts:

W: What do you want to do when you leave school?

M: I haven't thought about it. How about you?

W: I want to be a nurse.

M: That sounds great. What qualities do you need to become a nurse?

W: I need to be patient and helpful.

M: Do you need a certificate to be a nurse?

W: Yes. Nurses must be certified.

Vocabulary and Structure

Task 1 Complete the sentences with the proper form of the given words in the box.

Answers: (1) certificates (2) graduation (3) qualities (4) majors (5) creativity

Task 2 Fill in the blanks with the proper expressions given in the box.

Answers: (1) set up (2) in advance (3) as well as (4) take an internship (5) be envious of

Translation

Task Translate the sentences into English using the given words or expressions.

Answers:

(1) Do bring extra resumes to the interview.

(2) She can effectuate attitude changes in others through her persistent use of good cheer.

(3) Use your time wisely to make sure you are being an asset to the company, not a liability.

(4) Those with a good work ethic are dedicated to their jobs and will do anything they can to ensure that they perform well.

(5) Strong work ethic endears you to co-workers and management.

Reading and Writing

Task Read the following paragraph and write down your understanding of the underlined part in about 60 words.

Open.

Unit 2 Applying for a Job

Module I Warming Up

Task 1 Discuss in pairs. Which of the following access to job information do you prefer? Please give your reasons.

Omitted.

Task 2 Read the following job advertisement and match the subtitles A-E with their corresponding parts in the ad.

Answers: (1) -D (2) -E (3) -B (4) -A (5) -C

Module II Listening and Speaking

Dialogue One

Task 1 Listen to the dialogue about Mary's job interview and fill in the blanks with what you hear. The following words and expressions may help you.

Answers: (1) nurse (2) practicing (3) recorded (4) nervous (5) confident

Translation of Dialogue One

Mary: 我太兴奋了，我要参加第一次面试了。

Bob: 面试什么？

Mary: 纽约市的护士助理。

Bob: 哇。太棒了！

Mary: 我和哥哥通过练习来准备面试。

Bob: 你们到底做了什么练习？

Mary: 我们在做模拟面试。

Bob: 你们是怎么做模拟面试的？

Mary: 他录下了我们第一次面试，并指出了我的错误。

Bob: 他注意到了什么样的错误？

Mary: 他指出我说了太多的“you know”，而且我看起来太紧张了。

Bob: 嗯，那应该会有帮助的。

Mary: 是的。我现在很有信心。

Bob: 好的。祝你好运。

Tapescripts:

Mary: I am so excited. I've got my first interview.

Bob: Interview for what?

Mary: It's a nurse assistant for the city of New York.

Bob: Wow, that's fantastic.

Mary: I'm preparing for the interview by practicing with my brother.

Bob: What exactly are you doing?

Mary: We're doing mock interviews.

Bob: How did you do the mock interview?

Mary: He recorded our first interview and pointed out my mistakes.

Bob: What kind of mistakes did he notice?

Mary: He pointed out that I said "you know" too much, and that I looked nervous.

Bob: Yeah, that should be helpful.

Mary: It is. I feel so confident now.

Bob: Well, good luck.

Task 2 Listen again and choose the information about Mary.

Answers:

- ☒ This is her first interview.
- ☒ She feels confident now by doing mock interviews.
- ☒ Her brother pointed out some things that she should avoid.

Task 3 Work in pairs. Ask and answer the following questions.

Answers:

(1) What is this interview for?	Nurse assistant.
(2) What kind of things should be avoided in the interview?	Say "you know" too much, look nervous
(3) Could you give more advice about preparing for an interview?	Be confident. Review your resume. Practice interview answers.

Dialogue Two

Task 1 Listen to the dialogue and decide whether the following statements are True (T) or False (F). The following words and expressions may help you.

Answers: (1) F (2) T (3) T (4) F (5) F

Tapescripts:

Susan: Good morning, my name is Susan, director of Human Resources. Nice to meet you.

David: Nice to meet you, too.

Susan: Well, to start with, tell me something about yourself.

David: My name is David Lee. I will graduate from Zhongshan University in July this year, and I major in International Trade.

Susan: Have you ever done any sales work before?

David: Yes. I worked part-time as a sales assistant in a foreign trade company. I received a favorable evaluation from the company.

Susan: That's good. In most circumstances, are you available for business travel?

David: Yes, I am young and unmarried. It's no problem for me to travel frequently.

Susan: How is your foreign language ability?

David: I passed CET - 6 when I was a sophomore, and I am especially good at oral English. I won the first place in the Oral English Contest.

Susan: Good. One more question. Why are you interested in our company?

David: Because I hope to have a job which offers me an opportunity for advancement.

Susan: It's been a pleasure talking with you. So you can go back now, we will inform you within a week.

David: Thank you very much. I'm looking forward to hearing from you.

Task 2 Listen again and number the sentences in order.

Answers: (2) (3) (1) (5) (4)

Translation of Dialogue Two

Susan: 早上好，我是 Susan，人力资源部主任。很高兴认识你。

David: 我也很高兴认识你。

Susan: 嗯，首先，说说你自己吧。

David: 我的名字是 David Lee。我将于今年 7 月毕业于中山大学，专业是国际贸易。

Susan: 你以前做过销售的工作吗？

David: 是的。我在一家外贸公司做过兼职销售助理，并受到了公司的好评。

Susan: 很好。大多数情况下，你可以出差吗？

David: 是的，我年轻而且未婚。经常出差对我来说没问题。

Susan: 你的外语能力怎么样？

David: 我大二的时候通过了大学英语六级考试，而且我特别擅长英语口语。我曾获得英语口语比赛第一名。

Susan: 很好。还有一个问题。你为什么对本公司感兴趣？

David: 因为我希望有一个有提升机会的工作。

Susan: 很高兴与你谈话。你现在可以回去了，我们会在一周内告知你面试的结果。

David: 非常感谢。我期待您的消息。

Task 3 Work in pairs. Practice the job interview based on the given situation and the following useful expressions.

Open.

Module III Reading and Learning

Reading A Intensive Reading

Task 1 Read the passage about preparation for a job application with the help of the following words and expressions.

Translation of Reading A

求职准备

求职前，求职者要对求职单位的背景进行全面的了解，尤其是要了解面试职位的工作内容和基本要求。

求职者要准备一份准确详实的求职材料，内容包括简历、求职信、学历证书、奖励证书以及各类专业资格证书。

面试

1. 求职者要注意服装整洁大方。男士可以穿衬衣、西裤或者休闲裤、皮鞋。女士可以穿职业套装或裙装。

2. 与面试官握手时要等对方先伸出手，握手时要面带微笑，坚定而有力，但不要握太长时间。

3. 与面试官交谈时，要注意力集中，保持必要的眼神交流。语言表达简洁、明确。

4. 站或坐时要保持身体挺直，不要有过肢体语言，或频繁变换坐姿。不要摆弄头发或者玩笔等。

面试后

1. 面试后，不要面试刚刚结束就打电话催问面试结果。但是要保持你的电话处于畅通状态，准备随时接听电话。

2. 如果得到了录取的通知，要礼貌地表示感谢，并明确报到时间和地点。如果面试失败，在接到电话通知时，也要礼貌地表示感谢，并表示希望能够获得第二次机会。

Task 2 Match the English words and expressions on the left with their Chinese translations on the right.

Answers: (1) -f (2) -c (3) -e (4) -a (5) -b (6) -d

Task 3 Read again and choose the information mentioned in this passage.

Answers:

- ☒ The applicant should focus on the topic with necessary eye contact when talking to an interviewer.
- ☒ The applicant should ask and answer questions concisely.
- ☒ After the interview, wait for the result patiently.
- ☒ If you fail the interview, you should thank the person for the call, and say that you would appreciate it if you could have a second chance.

Task 4 Complete the sentences with the proper form of the given words in the box.

Answers: (1) Prepare (2) comprehensive (3) apply (4) available (5) specify

Task 5 Put the following items into the Dos and Don'ts table according to the passage.

Answers:

Dos	Don'ts
A	B
C	E
D	G
F	H

Reading B Extensive Reading

Task 1 Read and learn the action plan for an ideal job with the help of the following words and expressions.

Translation of Reading B

第一步是确定你想要的工作，地点，职位以及报酬等。也许你找不到一份能满足你所有需求的工作，但是在目前的就业形势下，你应该努力找到一份尽可能满足你需求的工作。

第二步是完成自我分析。你能为雇主提供什么？你有什么技能？你做过哪些工作？是给报酬的还是志愿服务？你在学校学到了哪些对你将来的工作可能有用的东西？

第三步是准备简历。如果你展示一份看起来很专业的简历给潜在的雇主，你就会呈现出一个专业的形象。

第四步是利用所有可用的资源来找到理想的工作。和你的父母、长辈、朋友的父母、老师谈谈，问问他们在你理想的工作公司有没有熟人。给他们几份你的简历。我们称之为建立关系网，它会给你找到理想工作提供最佳机会。

第五步是找更多的有关理想工作的信息。看报纸上的招聘广告或者上网找工作。

第六步是申请你感兴趣的工作。这一步需要用到你的简历。确保你对求职申请很熟悉，并且拥有所有你需要填写的信息。

第七步是工作面试。确保你对公司有全面的了解，准备好常见面试问题的答案，想几个

你可以问的问题，和家人或朋友一起练习，面试时穿着要得体。

Task 2 Work in pairs. Match the ideas A-G with their corresponding steps in the passage.

Answers:

Steps	Ideas
(1)	G
(2)	C
(3)	F
(4)	B
(5)	D
(6)	A
(7)	E

Task 3 Fill in the blanks with the proper expressions given in the box.

Answers: (1) want ads (2) take action (3) strive to (4) meet the needs (5) apply for

Task 4 Make your own plan for summer vacation job according to the steps in the passage and complete the following form.

Open.

Module IV Workplace Writing

Writing One E-mail

Task 2 Match the items with their corresponding information according to the above E-mail.

Answers:

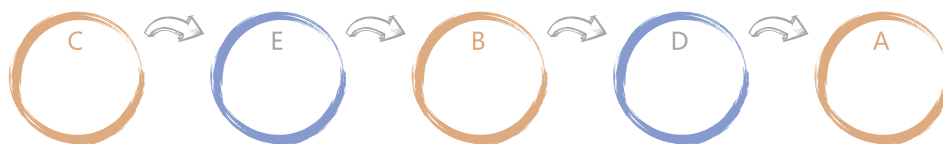
Subject—Paying a Visit

Sender—Jane

Receiver—Mike

Task 3 Complete the following E-mail with the items given below.

Answers:



Task 4 Write an E-mail according to the Chinese information given below.

Answers:

1. DavidGreen@hotmail.com
2. Making an Apology
3. my sincere apology

4. To make it up to you

5. any other help

Writing Two Cover Letter

Task 1 The following are a job ad and a cover letter for the job. Please read and try to understand them.

Omitted.

Task 2 Choose the items often included in cover letters.

☒ education background	☐ training requirement	☐ hometown
☐ hobbies and interests	☒ contact information	☒ work experience
☒ personal information	☐ family information	☒ personality

Task 3 Rearrange the following sentences and combine them into a cover letter.

Answers:



Task 4 Read the ad and write an E-mail to apply for the job.

Omitted.

Mini-Project

Work in groups. Record a video to present a job interview then upload your videos and scripts to the teaching platform. Your group should include the following roles:

Open.

Module V Workplace Know-how

Omitted.

Module VI More Exercises for Assessment

Listening Comprehension

Task 1 Listen to the dialogue and decide whether the following statements are True (T) or False (F).

Answers: (1) F (2) F (3) T (4) T (5) F

Tapescripts:

A: Good morning. My name is John Smith.

B: Good morning, Mr. Smith. Nice to meet you. I'm Peter Anderson from Personnel. Do sit down.

A: Thank you very much.

B: Have you brought your curriculum vitae with you?

A: Oh, my CV. Yes, here it is. There are three copies.

B: Well, please tell me about your working experience.

A: I haven't been involved in international business, so I don't have any experience, but I am diligent and I learn very fast.

B: OK, so do you think you can make yourself easily understood in English?

A: Yes, in most circumstances.

B: Are you available for business travel?

A: Yes, it's no problem for me to travel frequently.

B: OK. You are good. Hope to see you next time. I'll call you if you get picked for the next test.

A: Thank you very much. I'm looking forward to your call.

Task 2 What kind of working experience do you have?

Open.

Vocabulary and Structure

Task 1 Complete the sentences with the proper form of the given words in the box.

Answers: (1) financial (2) location (3) employment (4) professional (6) interviewed

Task 2 Fill in the blanks with the proper expressions given in the box.

Answers: (1) meet the needs of (2) apply for (3) surf the web (4) eye contact (5) body language

Translation

Task Translate the sentences into English using the given words or expressions.

- (1) Keep your resume short and neat, a one-page resume (one page) is more than enough.
- (2) Usually, you will hear questions about your strengths and weaknesses in an interview.
- (3) When seeking for a job, remember to follow your interests and do not limit yourself.
- (4) Your attitude determines whether you will be considered or not.
- (5) Companies usually state clearly the methods of application in their ads.

Reading and Writing

Task Read the following paragraph and write down your understanding of the underlined part in about 60 words.

Open.

Unit 3 The First Day at Work

Module I Warming Up

Task 1 Discuss in pairs. Which of the following aspects do you care more about a company that you are going to work in?

Omitted.

Task 2 Match the departments of a company with the corresponding names on the right.

Answers: (1) -H (2) -D (3) -A (4) -F (5) -E (6) -C (7) -B (8) -G

Module II Listening and Speaking

Dialogue One

Task 1 Listen to the dialogue about Mary's orientation procedures and fill in the blanks with what you hear. The following words and expressions may help you.

Answers: (1) functions (2) daily work (3) customers (4) training (5) regulations

Translation of Dialogue One

Tim: 嗨, Mary, 欢迎来到公司。我是 Tim。我将帮你办理入职手续。

Mary: 太谢谢你了, 我已经等不及要开始工作了。

Tim: 好的, 在见大家之前, 让我先带你四处看看。首先, 请填写这份新员工表格, 还要提交一些材料。然后你要熟悉每一个部门的职能。

Mary: 明白, 谢谢。这是我办公的地方吗?

Tim: 是的。这是你的工位。我来介绍一下你的日常工作。你的职责是接听顾客电话, 并帮助他们解决涉及我们产品和服务的相关问题。你的工作时间是早上 9 点到下午 6 点, 一周五天。

Mary: 我们开始工作之前有培训吗?

Tim: 有的。下周一开始培训, 持续五天。

Mary: 太好了!

Tim: 我会把公司的规章制度通过电子邮件发给你。你认真看一下。

Mary: 好的。非常感谢!

Tapescripts:

Tim: Hi, Mary, welcome to the Company. I'm Tim. I will help you with your orientation procedures.

Mary: Thank you very much, Tim. I'm excited to get started!

Tim: Great. Before we meet everyone, let me show you around. First, you should fill in the new employee forms and hand in some documents. Then you must get familiar with the functions of each department.

Mary: Got it. Thank you. Is this where I'll work?

Tim: Yup. Here's your desk. Now let me introduce your daily work here. Your duty is to answer phone calls from customers and help them solve the problems with our products and service. And your working hours are from 9 to 6, five days a week.

Mary: Shall we receive any training before we get to work?

Tim: Yes. Training will start next Monday. It will last five days.

Mary: Great.

Tim: I will email you the rules and regulations of our company. You should read them carefully.

Mary: OK. Thank you very much.

Task 2 Listen again and choose the information about Mary.

Answers:

- ☒ She is just starting a new job.
- ☒ She should read the rules and regulations of the company.
- ☒ She is going to receive her training next week.

Task 3 Work in pairs and put Mary's orientation procedures in order.

Answers: D → C → B → A → E

Dialogue Two

Task 1 Listen to the dialogue and complete the sentences. The following words and expressions may help you.

Answers: (1) Sales (2) fulfill (3) sales process (4) responsible for (5) colleagues

Translation of Dialogue Two

James: 嗨, Becky, 这里是销售部。欢迎加入团队!

Becky: 谢谢你, James。非常荣幸能来这里工作。

James: 我先给你介绍一下同事。这是 Tom。他负责销售, 你将他紧密合作。

Becky: 很高兴见到你, Tom。我期待和你一起合作。

James: Tom, 可以请你给 Becky 说明一下我们的销售工作流程吗?

Tom: 当然可以, 我将告诉她一切如何进行。

James: 谢谢。我现在要去开会了。在我离开之前, 你还有什么问题吗?

Becky: 确实有, 人事的问题我该找谁谈?

James: 哦, 是 Sarah。她负责我们团队。有问题的话, 可以随时询问, 同事们会帮助你的。

Becky: 明白了, 谢谢你的帮助。

Tapescripts:

James: Hi, Becky, here is the Sales Department. Welcome to the team!

Becky: Thanks, I'm so excited to get to work.

James: Let me introduce you to your co-workers first. This is Tom. He's in charge of sales, and you'll be working closely with him to fulfill the sales targets.

Becky: Nice to meet you, Tom. I look forward to working with you.

James: Tom, could I get you to guide Becky through our sales process?

Tom: For sure. I'll show her how everything works.

James: Thanks. I have to go to a meeting now. Any questions before I leave?

Becky: Yes. Who do I talk to about HR questions?

James: Oh, that's Sarah. She's responsible for our team. If you have any questions, don't be afraid to ask. Your colleagues would like to help you.

Becky: I've got it. Thanks for your help.

Task 2 Listen again and complete the following form.

Answers:

Name	Department	Responsibility
Becky	Sales Department	She's in charge of sales.
Tom	Sales Department	He's in charge of sales.
Sarah	HR Department	She's responsible for the team.

Task 3 Work in pairs. Discuss and list the responsibilities of sales personnel.

Answers:

Analyze existing markets and customers.

Send products to clients.

Deal with clients' feedback.

Make surveys on clients' needs.

Visit customers regularly.

Improve customer satisfaction.

.....

Task 4 Work in pairs. Practice orientation procedures with the given situation and the following useful expressions.

Open.

Module III Reading and Learning

Reading A Intensive English

Task 1 Read the passage about new employee orientation training with the help of the following words and expressions.

Translation of Reading A

新员工入职培训的目的和内容

培训的目的

为新员工提供正确的公司和工作信息，鼓舞新员工的士气，增强新员工对工作的信心。

帮助新员工了解相关工作以及公司对他们的期望。

帮助新员工了解行业、公司历史、法规和企业文化。使新员工感受到公司对他们的欢迎和重视，找到归属感，使他们更加适应公司和工作的要求。

帮助新员工了解自己的工作职责。

帮助新员工能够处理他们在工作中可能遇到的基本问题。

培训的形式和内容

入职培训是由企业人力资源部和新员工的直接主管共同完成的。根据培训内容的两种类型，通常由这两个部门分别负责培训。

一般培训：由人力资源部的培训专家进行。

- 企业简介（公司的历史背景、发展现状、发展前景、企业愿景、经营理念、使命、价值观）。
- 企业文化。
- 基本的产品、服务知识和操作情况。
- 公司结构及高层领导介绍。
- 规章制度、服务礼仪、行为规范、职业规划等。
- 其他人力资源管理的相关制度。
- 劳动合同、福利和社会保险。
- 设置不同内容的体验式训练游戏。

专业培训：由部门经理或兼职培训师制定并实施。

- 熟悉工作场所和办公设施。
- 业务流程、责任和权力，包括客户、产品、市场、行业 and 外部联络。
- 专业或职业、技术、业务、财务管理方法培训——视岗位而定。
- 介绍相关业务人员、部门和单位。

一般培训比较标准化、固定化，通常由人力资源部进行。不同的部门和职位之间没有太大差别。培训的内容和时间是固定的。

专业培训主要是由新员工的直接主管或部门负责人根据不同部门和岗位的实际工作需要来制定和实施的。根据新员工个人的情况、职责要求和未来发展需要来制订培训，有明确的培训方向。

Task 2 Read again and decide whether the following statements are True (T) or False (F).

Answers: (1) F (2) T (3) F (4) T (5) F

Task 3 Complete the sentences with the proper form of the given words in the box.

Answers: (1) supervising (2) categories (3) formulated (4) collaboration (5) enforced

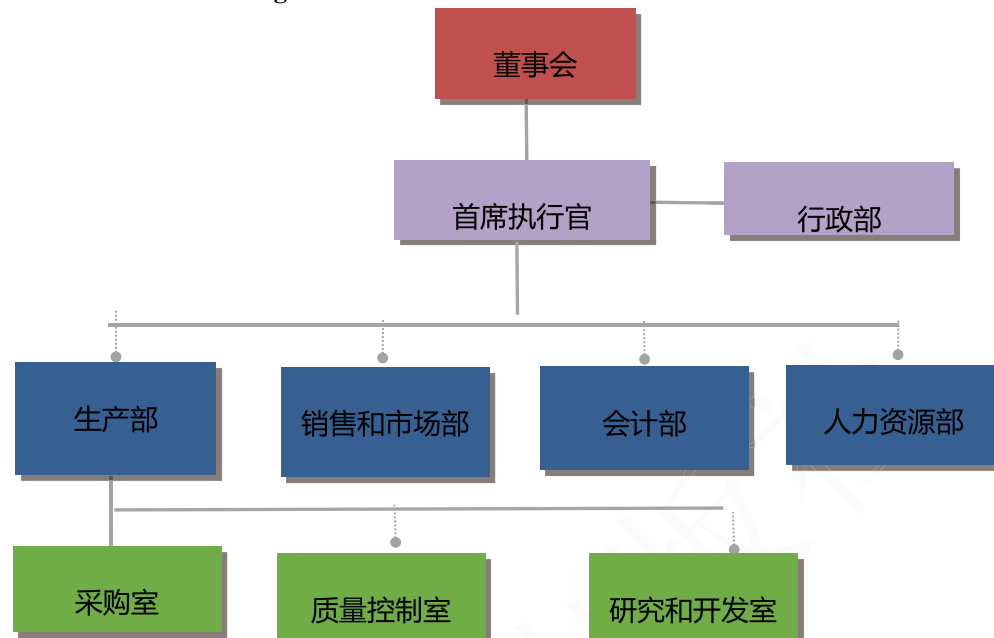
Task 4 Work in pairs. Search online to find the new employee orientation training system

of Huawei Company and get to know the seven stages of its new employee training program.
Open.

Reading B Extensive Reading

Task 1 Read the organizational chart of a company and the function of each department.

Translation of Reading B



董事会是公司的经营决策机构。

首席执行官与董事会紧密合作，领导公司。

行政部为董事会和首席执行官提供支持与服务。

生产部负责产品的开发和制造。

采购室负责所有物品的实际采购。

质量控制室确保产品达到质量标准。

研究和开发室负责开发和设计新产品，改进现有产品。

销售和市场部从事产品的推广和销售。

会计部监控客户和公司的账目。

人力资源部负责员工的行政事务。

Task 2 Read again and fill in the blanks.

Answers: (1) Board of Directors (2) Accounting (3) three (4) CEO (5) HR Department

Task 3 Discuss in pairs. Help the CEO of the company choose the proper departments to deal with the following incidents.

Answers: One: Administrative Department

Two: Human Resources Department

Three: Sales & Marketing Department

Four: Production Department

Module IV Workplace Writing

Writing One Employee Entry Registration Form

Task 1 The following is a registration form for the new employee. Please read and pay attention to its format.

Open.

Task 2 Match the items with their corresponding information according to the form in Practical Reading.

Answers:

Name	Liu Ming
Date of birth	Dec. 20th, 1990
Political status	Party member
Highest degree	Master degree
Hire date	Nov. 9th, 2019
Working years	3 years
Graduated school	Shenzhen University
Marital status	Single

Task 3 Fill in the form with your own information.

Open.

Writing Two Business Card

Task 1 The following is a business card. Please read and try to understand it.

Omitted.

Task 2 Write an English business card for your ideal job.

Open.

Mini-Project

Work in groups. Record a video to show the whole process of the first day at work, then upload your videos and scripts to the teaching platform. Your group should include the following roles:

Open.

Module V Workplace Know-how

Omitted.

Module VI More Exercises for Assessment

Listening Comprehension

Task 1 Listen to the dialogue and decide whether the following statements are True (T) or

False (F).

Answers: (1) T (2) T (3) F (4) F (5) F

Tapescripts:

A: Hi Chris, welcome to the company. I'm Mike. I'll be your manager.

B: Hi Mike. It's nice to meet you. I'm excited to get to work.

A: Great. Before we meet everyone, let me show you around.

B: Sounds good. Is this where I'll work?

A: Yup. That's your desk. We work from 9 am to 5 pm.

B: Great. Does our whole team work in this office?

A: Yes, everyone is on the fifth floor.

B: Great. I love open offices.

Task 2 Listen to the speech and complete the organization structure of the company.

Answers: (1) Marketing (2) Production (3) Finance (4) Personnel (5) Quality Control

Tapescripts:

Well, I've just given you a brief introduction of our company and products. Let me continue with the organization of our company. As you can see from this chart, the company is headed by Jack Baker. The company is divided into six departments. They are: R&D, Marketing, Sales, Production, Finance, and Personnel. The biggest department, Production, is subdivided into four sections: Purchasing, Quality Control, Transport and After-sales.

Vocabulary and Structure

Task 1 Complete the sentences with the proper form of the given words in the box.

Answers: (1) regulation (2) relevant (3) conducted (4) categories (5) collaboration

Task 2 Fill in the blanks with the proper expressions given in the box.

Answers: (1) looking forward to (2) get to work (3) in charge of (4) responsible for (5) working hours

Translation

Task Translate the sentences into English using the given words or expressions.

(1) Every employee is supposed to obey the rules of the company.

(2) In most cases, the Board of Directors is in charge of the limited liability company.

(3) Production Department is responsible for the development and manufacturing of products to meet customers' requirements.

(4) An organization chart of a company can show all the departments of the company.

(5) Your main responsibility is to serve the general manager.

Reading and Writing

Task Read the following paragraph and write down your understanding of the underlined part in about 60 words.

Omitted.

Unit 4 Fascinating China, Wonderful Journey

Module I Warming Up

Task 1 Discuss in pairs. Match the following English names with their corresponding pictures. Then try to introduce cities they belonged.

Answers: (1) -E (2) -A (3) -D (4) -B (5) -C (6) -F

Task 2 Look at the following picture and know about what the Belt and Road is. Then try to find out node cities and countries along the Belt and Road.

Answers:

(1) The Belt	The Silk Road Economic Belt
(2) The Road	The 21 st Century Maritime Silk Road
(3) Node Cities	Fuzhou, Quanzhou, Guangzhou, Haikou, etc.
(4) Node Countries	Malaysia, India, Kazakhstan, Russia, Poland, etc.

Module II Listening and Speaking

Dialogue One

Task 1 Listen to the dialogue between Mr. Zhao and Mr. Mitchell at the airport. Then complete it by choosing appropriate sentences in the box. The following words and expressions may help you.

Answers: (1) -D (2) -E (3) -C (4) -A (5) -B

Translation of Dialogue One

Mr. Zhao: 打扰了，您一定是来自温哥华的 Mitchell 先生吧？

Mr. Mitchell: 是的，我是 Donald Mitchell。

Mr. Zhao: 我是赵峰，西安进出口服装公司的秘书。这是我的名片。

Mr. Mitchell: 您好，赵先生。

Mr. Zhao: 您好，Mitchell 先生。欢迎来到西安。

Mr. Mitchell: 谢谢您，赵先生。您来接我真是太好了。

Mr. Zhao: 我很乐意。您的航班怎么样？

Mr. Mitchell: 嗯，这是一次非常愉快的飞行。

Mr. Zhao: 听您这么说我很高兴。这是您第一次来中国吗？

Mr. Mitchell: 是啊，中国真是一个神奇的国度！

Mr. Zhao: 希望您在这里过得愉快。

Mr. Mitchell: 谢谢。我相信我会的。

Mr. Zhao: 我来帮您拿行李吧。这边请。我们的车在停车场。

Mr. Mitchell: 谢谢。

Tapescripts:

Mr. Zhao: Excuse me, you must be Mr. Mitchell from Vancouver?

Mr. Mitchell: Yes, I'm Donald Mitchell.

Mr. Zhao: I'm Zhao Feng, the secretary of Xi'an Garment Import and Export Corporation.

This is my business card.

Mr. Mitchell: How do you do, Mr. Zhao?

A. **Mr. Zhao:** How do you do, Mr. Mitchell? Welcome to Xi'an.

Mr. Mitchell: Thank you, Mr. Zhao. It's very kind of you to pick me up here.

Mr. Zhao: My pleasure. How was your flight?

Mr. Mitchell: Well, it was a most enjoyable flight.

Mr. Zhao: I'm glad to hear that. Is this your first trip to China?

Mr. Mitchell: Yes, what an amazing place!

Mr. Zhao: I hope you'll enjoy your stay here.

Mr. Mitchell: Thanks. I'm sure I will.

Mr. Zhao: Let me help you with your luggage. This way, please. Our car is in the parking lot.

Mr. Mitchell: Thank you.

Task 2 Work in pairs. Which of the following phrases and sentences can be used when Mr. Zhao is seeing off Mr. Mitchell? Then make a conversation with them.

Open.

Dialogue Two

Task 1 Listen to the dialogue between Jenny and her client in the car, and then fill in the blanks with what you hear. The following words and expressions may help you.

Answers: (1) capital (2) the Silk Road (3) Incredible (4) seven (5) hospitable

Translation of Dialogue Two

Jenny: Mr. Smith, 这是您第一次来西安吗？

Mr. Smith: 是的，这是一个多么有魅力的城市啊！

Jenny: 西安是陕西省的省会，它是中国西部最著名的古城。

Mr. Smith: 它是丝绸之路的起点，不是吗？

Jenny: 是的。西安有很多有名的旅游景点。比如，它以兵马俑而闻名。在那里你可以看到两千年前栩栩如生的兵马俑。

Mr. Smith: 真是令人难以相信啊。

Jenny: Mr. Smith, 请您看那边。

Mr. Smith: 那一定是大雁塔了。

Jenny: 是的。它有七层楼高。当你登顶时，你可以俯瞰整座城市。

Mr. Smith: 听起来不错。明天晚上我可不能错过。

Jenny: 好的。希望您在西安过得愉快。

Mr. Smith: 谢谢，我会的。这座城市太棒了，人们都很好客。

Jenny: 谢谢您的夸奖。酒店到了，我现在就帮您办理入住手续。

Tapescripts:

Jenny: Mr. Smith, is this your first visit to Xi'an?

Mr. Smith: Yes, what a wonderful city it is!

Jenny: You know Xi'an, the capital of Shaanxi province, is the most notable ancient city in the west of China.

Mr. Smith: It is the starting point of the Silk Road, isn't it?

Jenny: Yes, it is. It has lots of famous tourist attractions. For example, it is famous for Terracotta Warriors. There you can see lifelike terracotta soldiers and horses made 2000 years ago.

Mr. Smith: Incredible?

Jenny: Mr. Smith, look over there.

Mr. Smith: So that must be the Giant Wild Goose Pagoda.

Jenny: That's true. It has seven storeys. When you get to the top, you can overlook the whole city.

Mr. Smith: Sounds great. I can't miss it tomorrow night.

Jenny: OK. I hope you will enjoy your stay here in Xi'an.

Mr. Smith: Thanks, I will. It's such an amazing city, with such hospitable people.

Jenny: Thanks for your compliment. Here is the hotel, I will help you check in now.

Task 2 Listen again and tick off the information mentioned in the conversation.

Answers: ☒ 1. location ☒ 2. province ☒ 5. tourist attraction ☒ 7. culture

Task 3 Work in pairs. Ask and answer the following questions.

Answers:

- (1) In the west of China.
- (2) It is famous for Terracotta Warriors.
- (3) It is an ancient and amazing city, with many tourist attractions.

Dialogue Three

Task 1 Listen to the dialogue between Mr. Zhang and Mr. Brown and decide whether the following statements are True (T) or False (F). The following words may help you.

Answers: (1) T (2) F (3) T (4) F (5) F

Translation of Dialogue Three

Mr. Zhang: Mr. Brown, 我们很高兴已经完成了手头的工作, 所以安排了明天的观光旅游。

Mr. Brown: 哦, 太好了! 非常感谢您考虑周全。

Mr. Zhang: 明天我们将乘飞机去大理。我们将在那里旅游三天。

Mr. Brown: 太好了。我听说过这个地方。它在哪?

Mr. Zhang: 大理位于云南省, 是中国西南部一个美丽的城市。

Mr. Brown: 它是怎样的一个城市?

Mr. Zhang: 大理是一个以风景闻名的城市。有一座著名的山叫“苍山”。在山顶上, 雪永远不会融化; 在山的旁边, 有著名的洱海。它像一面镜子, 波光粼粼的水面上点缀着一艘艘漂浮的小船。

Mr. Brown: 听起来风景如画。那儿天气冷吗?

Mr. Zhang: 哈哈, 夏天不太热, 冬天也不太冷。

Mr. Brown: 好极了。顺便问一下, 您能给我推荐一些小吃吗?

Mr. Zhang: 当然, 您可以品尝到当地的食物, 比如过桥米线、喜洲粑粑和一些热带水果。

Mr. Brown: 很好。

Mr. Zhang: 然后我们继续去上海, 从那里离开中国。

Mr. Brown: 这真是一次激动人心的旅行。谢谢您的安排。

Mr. Zhang: 祝您旅途愉快!

Tapescripts:

Mr. Zhang: Mr. Brown, we're very glad we've finished the job at hand. So we've arranged a sightseeing tour tomorrow.

Mr. Brown: Oh, that's great! I really appreciate your consideration.

Mr. Zhang: Tomorrow we'll leave for Dali by air. We'll stay there for three days.

Mr. Brown: That's great. I have heard of this place. Where is it?

Mr. Zhang: Dali, located in Yunnan province, is a beautiful city in southwestern China.

Mr. Brown: What is it like?

Mr. Zhang: It's a city known for its scenic spots. There was a famous mountain called "Cangshan Mountain". On the top of it, the snow never melts; beside the mountain, there is the famous Erhai Lake. It looks like a mirror dotted with floating boats on its rippling surface.

Mr. Brown: It sounds picturesque. Well, it is very cold, isn't it?

Mr. Zhang: Ha, it is neither very hot in summer, nor very cold in winter.

Mr. Brown: Terrific. By the way, could you recommend some snacks for me?

Mr. Zhang: Of course, you can enjoy the local food, such as Guoqiao rice noodles, Xizhoubaba, and some tropic fruit.

Mr. Brown: It's really nice.

Mr. Zhang: Then we'll go on travelling to Shanghai and leave China from there.

Mr. Brown: That's really an exciting trip. Thank you for your arrangement.

Mr. Zhang: May you have an enjoyable trip!

Task 2 Listen again and complete the following form.

Answers:

City Name: Dali

Location: in southwestern China

Province: Yunnan

Scenic Spots: Cangshan Mountain, Erhai Lake

Climate: It is neither very hot in summer, nor very cold in winter.

Local Food: Guoqiao rice noodles, Xizhoubaba, and some tropic fruit.

Task 3 Work in pairs. Please make up your own dialogues based on the following situation and useful expressions.

Situation: Your client Mr. Taylor is coming to visit your city for the first time. You will receive him at the airport, and then try to introduce tourist attractions, local food and specialties in your city to him and find out about the places he wants to visit.

Open.

Module III Reading and Learning

Reading A Intensive Reading

Task 1 Read the passage about Silk Road spirit with the help of the following words and expressions.

Translation of Reading A

丝路精神

2000 多年前，我们的先辈筚路蓝缕，穿越草原沙漠，开辟出连通亚欧非的陆上丝绸之路；我们的先辈扬帆远航，穿越惊涛骇浪，闯荡出连接东西方的海上丝绸之路。古丝绸之路打开了各国友好交往的新窗口，书写了人类发展进步的新篇章。

古丝绸之路绵亘万里，延续千年，积淀了以和平合作、开放包容、互学互鉴、互利共赢为核心的丝路精神。这是人类文明的宝贵遗产。

—和平合作。一代又一代“丝路人”架起了东西方合作的纽带、和平的桥梁。

—开放包容。历史告诉我们：文明在开放中发展，民族在融合中共存。

—互学互鉴。古丝绸之路不仅是一条通商易货之道，更是一条知识交流之路。

—互利共赢。古丝绸之路创造了地区大发展大繁荣。

历史是最好的老师。这段历史表明，无论相隔多远，只要我们勇敢迈出第一步，坚持相向而行，就能走出一条相遇相知、共同发展之路，走向幸福安宁和谐美好的远方。

Task 2 Read again and decide whether the following statements are True (T) or False (F).

Answers: (1) T (2) T (3) F (4) F (5) F

Task 3 Complete the sentences with the proper form of the given words in the box.

Answers: (1) embodies (2) surmountable (3) Navigation (4) splendidly (5) thrived

Task 4 Complete the information according to the passage.

Answers:

The ancient silk routes connect	Asia, Europe and Africa.
The ancient silk routes embody the spirit of	peace and cooperation, openness and inclusiveness, mutual learning and mutual benefit.
The spirit of Silk Road has become a great heritage of	human civilization.

Reading B Extensive Reading

Task 1 Read the passage about the Belt and Road Initiative with the help of the following words and expressions.

Translation of Reading B

共建“一带一路”倡议：进展、贡献与展望

进入 21 世纪, 在以和平、发展、合作、共赢为主题的新时代, 面对复苏乏力的全球经济形势, 纷繁复杂的国际和地区局面, 传承和弘扬丝绸之路精神更显得重要和珍贵。

2013 年 9 月和 10 月, 中国国家主席习近平在出访中亚和东南亚国家期间, 先后提出共建“丝绸之路经济带”和“21 世纪海上丝绸之路”(以下简称“一带一路”)的重大倡议, 得到国际社会高度关注。以下是共建“一带一路”倡议的进展、贡献与展望。

进展

2013 年以来, 共建“一带一路”倡议扎实推进。丝绸之路经济带一系列重点项目和经济走廊建设已经取得重要进展, 21 世纪海上丝绸之路建设正在同步推进。

贡献

共建“一带一路”倡议着眼于构建人类命运共同体, 坚持共商共建共享原则, 为推动全球治理体系变革和经济全球化做出了中国贡献。

展望

展望未来, 共建“一带一路”既面临诸多问题和挑战, 更充满前所未有的机遇和发展前景。我们相信, 在各方共同努力之下, “一带一路”正在成为造福各国人民的合作之路、繁荣之路、开放之路、绿色之路、共赢之路和廉洁之路。

Task 2 Read again and fill in the blanks according to the passage.

Answers: (1) the Silk Road Spirit (2) September and October of 2013 (3) extensive consultation, joint contribution, shared benefits

Task 3 Complete the sentences with the proper form of the given words in the box.

Answers: (1) launched (2) attraction (3) marked (4) initiatives (5) prospective

Task 4 Work in pairs. Discuss how the Belt and Road Initiative will affect your future work.

Then share your ideas in the class.

Open.

Module IV Workplace Writing

Writing One Itinerary

Task 1 Read the following tour itinerary and find out the English equivalents for terms in Chinese listed below.

- | | | | |
|---------|---------------------------|-------|-----------------------|
| 1. 日期 | <u>date</u> | 4. 住宿 | <u>accommodation</u> |
| 2. 目的地 | <u>destination</u> | 5. 交通 | <u>transportation</u> |
| 3. 旅游景点 | <u>tourist attraction</u> | | |

Writing Two Company Profile

Task 1 The following article is about the history of Huawei Company. Take it as a reference when you are preparing the story.

Omitted.

Task 2 Match the items with their corresponding information according to the article above.

Answers:

Company name	Huawei
Strategy	4 strategies for sustainability
Date of foundation	1987
Common values	Staying customer-centric
Mission	A fully connected, intelligent world
Date of launching HarmonyOS	2019
Brand	A top telecom brand

Task 3 Fill in the form with your own information.

Open.

Mini-Project

Work in groups. Record a video to tell China's stories, and then upload your videos and picture books to the teaching platform. Your group should include the following roles:

Open.

Module V Workplace Know-how

Omitted.

Module VI More Exercises for Assessment

Listening Comprehension

Task 1 Listen to the dialogue and decide whether the following statements are True (T) or False (F).

Answers: (1) T (2) F (3) T (4) F (5) F

Tapescripts:

A: Excuse me, are you Mr. Taylor from International Garment Company?

B: Yes, I am.

A: How do you do, Mr. Taylor! Welcome to Shanghai. I'm Mary from Shanghai Import and Export Company.

B: How do you do, Mary. Thank you for coming to meet me.

A: You're welcome! How was the trip?

B: Yes, very pleasant.

A: Could I help you with your luggage?

B: No, thanks.

A: We have already made a reservation for you at the hotel. Shall we go to the hotel now?

B: Sure. Thank you very much.

Task 2 Listen to the dialogue and fill in the blanks with what you hear.

Answers: (1) show you around (2) used to be (3) Palace Museum (4) 1420 (5) hardly wait

Tapescripts:

A: John, you're leaving tomorrow. Shall I show you around the city today?

B: That would be great! Where shall we go?

A: How about the Forbidden City?

B: What's that?

A: It used to be the imperial palace, where the emperor lived with his family.

B: Oh, yes. You call it "Gugong", right?

A: Yes, and it is also called the Palace Museum now.

B: Wow! It's really large. When was it built?

A: It was built in 1420. And the architectural style is very magnificent. Would you like to have a look?

B: Sure. I can hardly wait.

A: Then let's go right away.

Vocabulary and Structure

Task 1 Complete the sentences with the proper form of the given words in the box.

Answers: (1) launched (2) attractive (3) embodied (4) recommended (5) courageous

Task 2 Fill in the blanks with the proper expressions given in the box.

Answers: (1) refer to as (2) all the more (3) embark on (4) attracted... attention (5) carry on

Translation

Task Translate the sentences into English using the given words or expressions.

(1) The volunteers' work is inspiring, courageous and crucial.

(2) The Silk Road Spirit has become a great heritage of human civilization.

(3) At present, it is all the more important for us to carry on the Silk Road Spirit.

(4) The Belt and Road Initiative have attracted close attention from all over the world.

(5) Looking into the future, China will face unprecedented opportunities and prospects for development.

Reading and Writing

Task Read the following paragraph and write down your understanding of the underlined part in about 60 words.

Omitted.

Unit 5 Business Trip

Module I Warming Up

Task 1 Discuss in pairs. What should you prepare for a business trip? Tick off eight most important items from the checklist below.

Open.

Task 2 Match the phrases on the left with the corresponding names on the right.

Answers: (1) -C (2) -H (3) -E (4) -F (5) -B (6) -G (7) -D (8) -A

Module II Listening and Speaking

Dialogue One

Task 1 Anna Johnson is booking a flight on the phone. Listen to the dialogue and fill in the blanks with what you hear.

Answers: (1) flights (2) fare (3) Business (4) reservation (5) arrival

Translation of Dialogue One

A: 早上好。我能为您效劳吗?

B: 是的, 你们有下周一上午飞往波士顿的航班吗?

A: 请稍等……是的。一班在上午 8 点, 另一班在上午 11 点半。

B: 很好。费用是多少?

A: 您需要经济舱、商务舱还是头等舱?

B: 商务舱。

A: 355 美元。

B: 好的。我可以预订吗?

A: 当然可以。您想乘坐哪次航班?

B: 8 点的航班。

A: 请问您叫什么名字?

B: 我的名字是安娜·约翰逊, 拼写是:A-N-N-A J-O-H-N-S-O-N。

A: 好的。我已为您预订 AA9220 航班。飞机上午 8 点起飞, 9 点 13 分到达波士顿。

B: 非常感谢。

A: 不客气。

Tapescripts:

A: Good morning. What can I do for you?

B: Yes, do you have any flights to Boston next Monday morning?

A: One moment, please... Yes. One at 8:00 a.m. and the other at 11:30 a.m..

B: That's fine. What about the fare?

A: Would you like economy, business or first class?

B: Business, please.

A: That would be \$355.

B: OK. Could I make a reservation?

B: Certainly. Which flight do you prefer?

B: The 8:00, please.

A: Could I have your name, please?

B: My name is Anna Johnson, that's A-N-N-A J-O-H-N-S-O-N.

A: All right. I've booked a seat for you on Flight AA9220. The flight leaves at 8:00 a.m., and your arrival in Boston will be at 9:13 a.m..

B: Thank you very much.

A: My pleasure.

Task 2 Listen again and choose the information provided in the conversation.

Answers:

- ☒ passenger's name ☒ passenger's flight class
- ☒ passenger's flight number ☒ destination of the flight
- ☒ departure/arrival time of the flight

Task 3 Complete the following mini-dialogues with the help of the information given in brackets.

Answers:

- (1) do you have any flights/what flights do you have
- (2) one-way, round-trip
- (3) Economy, business, first
- (4) under the name of Jeff Tucker

Dialogue Two

Task 1 Listen to the dialogue and complete the form. The following words and expressions may help you.

Answers:

Name: Jim Green

Phone number: 13520658523

Room type: a double room

Arrival date: on July 15th

Payment: Alipay

Translation of Dialogue Two

A: 四季酒店。下午好。有什么可以帮到您的吗?

B: 是的, 我想预订一个房间。

A: 您什么时候入住?

B: 我将从 7 月 15 日开始住 3 天。

A: 先生, 您需要什么样的房型?

B: 带淋浴的双人间。

A: 请稍等。205 房间可入住。

B: 我可以用支付宝支付吗?

A: 当然可以。请告诉我您的姓名和电话号码?

B: Jim Green, 电话号码是 13520658523。

A: Mr. Green 我们期待您的入住。

B: 谢谢。再见。

Tapescripts:

A: The Four Seasons. Good afternoon. May I help you?

B: Yes, I'd like to reserve a room.

A: When will you check in?

B: I will stay for 3 days beginning on July 15th.

A: What type of room would you like, sir?

B: A double room with a shower, please.

A: Just a moment, please. Room 205 is available.

B: May I pay with Alipay?

A: Of course you can. Could you please give me your name and phone number?

B: Jim Green. My number is 13520658523.

A: Mr. Green. We are looking forward to your stay with us.

B: Thank you. Goodbye.

Task 2 Match the questions on the left with the corresponding answers on the right.

Answers: (1) -E (2) -D (3) -A (4) -C (5) -B

Task 3 Work in pairs. Make conversations with the given situations and the following useful expressions. Then role-play in class.

Open.

Module III Reading and Learning

Reading A Intensive Reading

Task 1 Read the passage about social etiquette with the help of the following words and

expressions.

Translation of Reading A

社交礼仪

礼仪是特定社会领域中合适的行为准则或程序。了解特定行为准则会赋予你一个专业而充满魅力的形象。虽然仅凭好的礼仪无法帮你在生意场上更进一步，但它的确是一个助推器。

与人交往的方式能展现你的个人修养。来学习一下如何展示有礼貌又专业的礼仪吧。

自我介绍

要想表现出自信和亲切，说话时一定要注视对方并且保持微笑。

当有人介绍你时，如果你还坐着，请站起来向对方问好并与之握手。握手要坚定有力，但不要死死拽住对方的手。

如果你拿到姓名牌，请将其高挂在右肩上；这样，在你握手的同时，对方可以顺着你的手臂直接找到你的名字，而不必去你胸前扫视你的名字。

介绍他人

当同时介绍两个人时，先介绍位卑者，再介绍位尊者。从逻辑上看，这意味着你必须先看着地位较高者说：“思罗克莫顿女士，请容许我向您介绍一下。这位是信息技术部门的实习生托马斯先生。托马斯先生，这位是技术出版社的总监，思罗克莫顿女士。”

当与公司外的人打交道时，客户比公司内部所有工作人员更重要，面试官比求职者更重要。当介绍相同层级和地位的人时，你可以不提他们的头衔。

基本礼貌

不要打断别人的谈话。如果你不得不打断，首先要表示歉意并且尽快回到大家之前谈论的话题中去。这会让人觉得你尊重他们谈话和陪伴。讲话不要声音太大或时间太久，因为这些举动会使你看上去很自以为是。

为何语塞？

对于一些人来说，想出合适的话题来相当困难。如果你为此纠结，请为自己准备一些简单的谈话切入点。在参加工作宴会或者专门聚会之前，试着浏览一下新闻或者阅读一篇有趣的文章。

如果你陷入了尴尬的冷场中，可以讲讲之前谈过的话题。向人们请教问题是保持谈话畅通的好方法：人们喜欢谈论他们自己或者是他们比较了解的话题。

身体语言

在社交场合下，尽量让你的双手空出。不要拿着巨大的笔记本或手提包，如果你必须吃点东西，请拿在左手上，腾出右手以备握手的需要。

通过目视、点头、微笑或者其他肯定性的肢体语言来表达你对该谈话的关注度。如果你是单独一人在场，请不要走神。与人们保持眼神交流并且微笑。这些行为会让你看上去更加平易近人。

Task 2 Choose the corresponding title from the box for each part of the passage.

Answers:

Part 1 D Part 2 E Part 3 A Part 4 B Part 5 C

Task 3 Complete the information by filling in the blanks.

Answers:

- (1) greet (2) firmly (3) your right shoulder (4) lower
(5) interrupt (6) easy conversation starters (7) as free as possible
(8) nonverbal affirmative gestures

Task 4 Complete the sentences with the proper form of the given words in the box.

Answers: (1) conventionally (2) approached (3) boosted (4) interrupting (5) interaction

Task 5 Work in pairs. Ask and answer the following questions.

Answers:

What is social etiquette and why is it so important?	Etiquette is the proper mode of conduct or procedure within a certain social realm, which give you a professional and attractive look.
Who should be introduced first: host or guest, the junior or the senior?	The host should be introduced to the guest first; the junior should be introduced to the senior first.
What are the example of body language mentioned in the passage?	Eye contact, nodding, smiling, and handshaking.

Reading B Extensive Reading

Task 1 Read and learn business etiquette with the help of the following words and expressions.

Translation of Reading B

商务礼仪

着装

着装得体。

男士可以穿一套深色西装，打领带。

女士宜穿西装或连衣裙配西装外套。避免穿暴露的服装。

正面的第一印象

问候之后，有力的握手可以持续 3~5 秒。

交换名片是一种常见的做法。

用姓氏加头衔称呼对方，如“李主任”或“王董事长”。

可以谈论艺术、风景、气候等方面的受欢迎的话题。

尽量避免有争议的政治相关的讨论。

会面谈判策略

永远要准时。

按等级顺序进入会议室。

闲聊或打破僵局是必要的。

传递清晰的信息。

遵循 3A 原则:接受、感谢、欣赏。

与客户用餐

商务餐需要精心安排座位。

询问你客户的饮食偏好和禁忌。

挑选适宜交谈的环境。

Task 2 Complete the Dos and Don'ts table according to the passage.

Answers:

Dos	Don'ts
Dress properly.	Dress revealing clothing.
Topics, including art, scenery, climate and so on, are welcomed.	Have the controversial political-related discussions.
Enter the conference room in hierarchical order.	Late for meeting.
Ask your clients' dietary preferences and restrictions.	Take orders according to host's appetite.

Module IV Workplace Writing

Writing One Invitation Letter

Task 1 Rearrange the following sentences according to the tips and combine them into the body part of an invitation letter.

Answers: Part 1: C Part 2: A Part 3: B Part 4: D

Task 2 Complete the following letter of invitation according to the Chinese given below.

Answers: (1)On behalf of (2)invite you to attend the Chinese Culture Forum held at 9:00 a.m. on July 5th at the Beijing International Exchange Center (3)We sincerely hope that you can accept the invitation (4) If you can come, please let us know as soon as possible (5) We are looking forward to meeting you at the forum.

Task 3 Write a letter of invitation to your client for the launch of new product.

Omitted.

Writing Two Reply

Task 1 Complete the reply according to the given information.

Answers: (1) Key Competencies Education (2) July 22 (3) Hangzhou (4) 6 p.m. on July 21 (5) CZ3746

Dear Mr. Li,
Thank you for inviting me to the conference on <u>Key Competencies Education</u> on <u>July 22</u> . I am honored to have this opportunity to attend the conference. I will arrive in <u>Hangzhou</u> at <u>6 p.m. on July 21</u> . My flight number is <u>CZ3746</u> . I am looking forward to meeting you at the conference.
Yours sincerely, John Smith

Task 2 Rearrange the following sentences according to Task 1 and combine them into the body part of a reply to decline the invitation.

Answers: Part 1: C Part 2: A Part 3: B

Dear Mr. Li,
Thank you for inviting me to the conference on Key Competencies Education on July 22.
Unfortunately, I shall not be able to accept your kind invitation because I am supposed to be abroad at that time. I feel very sorry to miss the opportunity of attending the conference.
Please accept my sincere regrets for not being able to attend. Finally, I wish the conference a complete success!
Yours sincerely, John Smith

Task 3 Write a reply to accept or decline the invitation to your business partner for the launch of new product.

Omitted.

Mini-Project

Work in groups. Make an itinerary. Record a video to introduce the tour plan, and then

upload your videos and itinerary to the teaching platform. Your group should include the following roles:

Open.

Module V Workplace Know-how

Omitted.

Module VI More Exercises for Assessment

Listening Comprehension

Task 1 Listen to the dialogue and fill in the blanks with what you hear.

Answers: (1) book a seat (2) 7:00 p.m. (3) first class (4) a window seat (5) SL176

Tapescripts:

A: Good morning. China International Airlines. May I help you?

B: Good morning. I'd like to book a seat on a flight from Shanghai to New York on Dec. 3rd, please.

A: Would you prefer a morning or an evening flight?

B: Evening, please.

A: There's one flight at 7:00 p.m. and one at 8:30 p.m.. Which one do you prefer?

B: The 7:00 will be fine. A first class single ticket please, in the name of Mary Jones.

A: Would you like a window seat or an aisle seat?

B: I'd like a window seat, please.

A: All right. I've booked a seat for you on Flight SL176. You may confirm this booking next week.

B: I see. Thank you. Goodbye.

A: Bye.

Task 2 Listen to the dialogue and decide whether the following statements are True (T) or False (F).

Answers: (1) F (2) F (3) T (4) T (5) F

Tapescripts:

A: I would like to book a private room at 6:00 p.m. tonight.

B: How many will be there at your party?

A: There will be about 10 people.

B: Just one moment, please. Room 202 is available. I'm booking it for you now. How much per person?

A: About 60 *yuan* per person including drinks.

B: How about the 680 *yuan* set menu? You can choose the drinks after you look at the menu. We have different kinds of beer, red wine and soft drinks.

A: OK. Let's go for the 680 *yuan* set menu.

B: Thank you. May I have your name and contact information?

A: Sure. I'm Wang Lei and my number is 13653718168.

B: OK. Mr. Wang, we look forward to seeing you at 6:00 p.m. tonight.

Vocabulary and Structure

Task 1 Complete the sentences with the proper form of the given words in the box.

Answers: (1) boosting (2) awkwardly (3) addressed (4) practical (5) affirmatively

Task 2 Fill in the blanks with the proper expressions given in the box.

Answers: (1) come up with (2) be aware of (3) get stuck in (4) interact with (5) make a reservation

Translation

Task Translate the sentences into English using the given words or expressions.

- (1) Despite being a super star, she's very approachable.
- (2) Teachers have a limited amount of time to interact with each child.
- (3) We do not want to get stuck in an awkward conversation.
- (4) They were interrupted by a knock at the door.
- (5) Please open the gate of the classroom as soon as possible.

Reading and Writing

Task Read the following paragraph and write down your understanding of the underlined part in about 60 words.

Omitted.

Unit 6 Occupational Health and Safety

Module I Warming Up

Task 1 Look at the following picture and try to find as many work hazards as you can.

Open.

Task 2 Work in pairs. Discuss and decide what to do in the following situations.

Omitted.

Module II Listening and Speaking

Dialogue One

Task 1 Listen to the dialogue and fill in the blanks. The following words and expressions may help you.

Answers: (1) driving license (2) appeal to (3) nervous (4) seat belt (5) steering wheel

Translation of Dialogue One

Dick: 对不起，先生，你没看到红灯吗？

Ford: 噢，我以为这里红灯时可以向右转。

Dick: 不行，先生。标志牌上写着“红灯时禁止转弯”。

Ford: 噢，我想我没看到。

Dick: 对不起，先生，我可以看看你的驾照和保单吗？我要给你开罚单。

Ford: 在这里。

Dick: 请在这里签名。你可以在 14 天内向法院提出上诉。这张纸条上写有所有你需要的信息。先生，请安全驾驶。

Ford: 谢谢，长官。这是我第一次驾驶，有些紧张。

Dick: 别担心。没事的。先系上安全带。调整后视镜。

Ford: 我必须要系安全带吗？

Dick: 当然。一上车就系上安全带是个好习惯。

Ford: 防止万一，对吧？

Dick: 对。把手握在方向盘的十点及两点钟方向。

Ford: 我现在可以了吗？

Dick: 放松点慢慢来。只要加一点点油门。

Ford: 啊！车子启动了！

Tapescripts:

Dick: Excuse me, sir. Didn't you see the red light?

Ford: Oh, I thought I could make a right turn on red here.

Dick: No, sir. The sign says "no turn on red".

Ford: Oh, I guess I didn't see it.

Dick: I'm sorry, sir, but may I see your driving license and insurance policy, please? I have to give you a ticket.

Ford: Here they are.

Dick: Sign here, please. You can appeal to the court within 14 days. This slip has all the information you need. Please drive safely, sir.

Ford: Thank you, sir. It is my first time to drive a car. I'm a little nervous.

Dick: Don't worry. You will be fine. First of all, put on your seat belt. Adjust the mirrors.

Ford: Do I have to wear a seat belt?

Dick: Of course. It's a good habit to fasten your seat belt every time you drive.

Ford: Just in case, right?

Dick: Yes. Hold the steering wheel with your hands at ten o'clock and two o'clock.

Ford: Should I go now?

Dick: Take it easy. Just give it a little gas.

Ford: Wow! The car is starting!

Task 2 Listen to the dialogue again, and put the following sentences in order according to what you hear.

Answers: A F D C B E

Task 3 According to the dialogue, complete the following form.

Omitted.

Dialogue Two

Task 1 Listen to the dialogue and choose Eric's problems. The following words and expressions may help you.

Answers: ☒ Eric has gotten a pain in his neck.

☒ Eric had a massage last Sunday.

Translation of Dialogue Two

Eric: 哦，我脖子疼。

Shirley: 你最好休息一下。

Eric: 我上周去看了我的医生，她说我患有颈椎病。

Shirley: 哦，很遗憾听到这个。我想不仅是你，所有的上班族都应该多注意自己的健康。

Eric: 是的，我的脖子很僵硬，忙碌了一天后，我感到头晕目眩。

Shirley: 我也是。听说按摩可以缓解患处的肌肉疼痛，促进血液循环。我很想尝试一下。

Eric: 你应该试试。我上周日做了按摩。按摩后感觉很舒服。

Shirley: 一位按摩师说我们应该保持舒适的坐姿。此外，阅读和写作时避免长时间坐在一个位置。

Eric: 原来如此。我们也应该每天做一些眼部按摩。整天盯着电脑屏幕真让我的眼睛疼。

Shirley: 是的，闭上眼睛 3~5 秒，然后睁开 3~5 秒。每天重复七或八次，这对您的视力有益。现在可以尝试一下。

Eric: 嗯，太好了。我现在感觉好多了。非常感谢。

Shirley: 不客气。健康第一。

Eric: 是的，我同意你的看法。健康是最重要的。

Shirley: 你说得对。健康的确很重要。

Tapescripts:

Eric: Oh, I've got a pain in my neck.

Shirley: You'd better take a break.

Eric: I saw my doctor last week, and she said that I was suffering from the cervical spondylosis.

Shirley: Oh, sorry to hear that. I think not only you but also all of the office workers should pay more attention to their health.

Eric: Yes, my neck is stiff, and I feel dizzy and sick after a busy day.

Shirley: Me too. I've heard that the massage can relieve pain of the muscle of the affected part, and improve blood circulation. I am eager to have a try.

Eric: You should try it. I had a massage last Sunday. It's quite comfortable.

Shirley: A masseuse said that we should maintain a comfortable sitting position. Besides, avoid sitting in one position for a long time while we are reading and writing.

Eric: That's right. And we should also do some eye massage every day. Staring at a computer screen all day really makes my eyes hurt!

Shirley: Yeah, close eyes tightly for 3 to 5 seconds, and then open them for 3 to 5 seconds. Repeat this 7 or 8 times a day, which is good for your eyesight. Please try now.

Eric: Uh, great. I feel much better now. Thanks very much.

Shirley: You are welcome. Health comes first.

Eric: Yes. I agree with you. Take care of the health before everything.

Shirley: You are right. Health does matter.

Task 2 Listen again and answer the following questions.

Answers:

(1) The masseuse said that we should maintain a comfortable sitting position. Besides, avoid sitting in one position for a long time while we are reading and writing.

(2) Close eyes tightly for 3 to 5 seconds, and then open them for 3 to 5 seconds. Repeat this 7 or 8 times a day.

(3) The massage can relieve pain of the muscle of the affected part, and improve blood circulation.

Task 3 Work in pairs. Discuss Internet safety with your partners, based on the given information and the useful expressions.

Omitted.

Module III Reading and Learning

Reading A Intensive Reading

Task 1 Read the passage about occupational hazards with the help of the following words and expressions.

Translation of Reading A

什么是职业危害?

职业危害是与特定职业相关的对人类健康和幸福的危害。尽管人们已努力减少危害,但

由于职业的性质，这些危害仍然存在于工作场所。认识到职业危害，是制定降低工作场所风险方案的第一步，以尽可能确保工作安全和员工健康。

有些工作，就其本质而言，极其危险。在意识到危险的情况下，有许多职业危险的工作往往会为员工提供更好的薪酬，而且他们通常也会被收取更高的保险费，因为保险公司意识到支付保险的机会要高得多。

职业危害可能导致疾病、伤害或死亡。这些风险包括摔倒和重型机械对身体造成的风险，甚至思想压力等心理问题。对于那些从事被认定存在职业安全隐患的工作的人，通常会提供专门的培训，以便使人们了解这些隐患。

鉴于这些危害无法消除，工作场所应该采取一些措施加以解决。例如，暴露于辐射环境中的员工应该佩戴辐射标记，以便监测他们的暴露情况，如果他们的暴露水平达到危险等级，可以接受治疗。同样，在高空工作的人也会戴上安全带，这样如果他们掉下来，受伤的可能性就会降低。还制定了一些应急响应方案，以快速有效地处理工伤和事故。

人们应该确保他们熟悉工作场所的所有职业危害，并知道如何应对这些危害。这包括从学习正确的打字姿势以减少办公室的工作伤害，到消防队员进入燃烧大楼之前的安全设备检查。未能为其员工提供充分培训和安全设备的雇主可能会受到监督健康安全的政府机构的处罚。在职业危害方面行为疏忽的员工可能会失去自己的工作。

Task 2 Read the passage again and answer the following questions.

Answers:

(1) Occupational hazards are dangers to human health and wellbeing which are associated with specific occupations.

(2) Occupational hazards may lead to illness, injury, or death. They can include physical risks like falls and exposures to heavy machinery, along with psychological ones such as stress.

Task 3 Match the words in column A with their explanation in column B.

Answers: (1) -d (2) -e (3) -f (4) -a (5) -b (6) -c

Task 4 Translate the following sentences into English.

Answers:

(1) You should pull over before answering the phone.

(2) People are often injured on the job because of unsafe equipment.

(3) Nick got hurt on the job and had to go to the hospital.

(4) Have you ever heard of the fire accident in that shopping mall?

(5) He's driving and talking on his cell phone at the same time.

Reading B Extensive Reading

Task 1 Read the passage with the following words and phrases.

Translation of Reading B

职业健康与安全培训

每年有 200 多人死于工伤事故，100 多万人受伤，200 多万人因工患病或病情加重。因此，预防工伤事故等安全健康问题应该是每个工作人员的首要任务。作为企业所有者或公司的管理者，你知道工作能力强的员工是非常有价值的。你事业的发展可能就靠他们了。

提供健康与安全信息和培训可帮助你：

- 确保你或你的员工不会因工受伤或生病；
- 创建积极的健康与安全文化，使安全与健康的工作成为每个人生活中必不可少的一部分；
- 了解如何更好地管理健康和安全；
- 履行法律责任，保障员工的健康和安全。

有效的培训：

- 将有助于促进你的员工对工作健康和安全的认知；
- 可帮助你的企业避免意外事故和健康问题；
- 可帮助你避免因事故和职业健康问题而造成的经济损失。

记住你的保险不涵盖所有的损失。损坏的商品，停产和消极的员工都会导致这样的结果。

法律要求你在合理、可行的限度内提供员工所需的信息、指导和培训，以确保员工们的健康与安全。

Task 2 Fill in the blanks according to the passage.

Answers:

- (1) two million
- (2) health and safety better
- (3) the financial costs of accidents and occupational ill health
- (4) all losses

Task 3 Complete the sentences with the proper form of the given words in the box.

Answers: (1) contribution (2) effective (3) suffer (4) employment (5) avoid

Module IV Workplace Writing

Writing One Warning Signs

Task 1 Study the following signs.

Open.

Task 2 Translate the following signs into English.

- Answers: (1) Danger Wet Paint
(2) No Litter No Right Turn
(3) No Parking No Smoking

(4) Overtaking Only Police Cars Only

(5) Do Not Touch Keep Dry

Task 3 Write a “Don’t do” list of workplace safety according to Task 2.

Open.

Writing Two Tips for Relieving Stress

Task 1 Read aloud the following tips for relieving stress, paying attention to the italicized parts.

Omitted.

Task 2 Discuss with your partner and list as many ways as possible.

Open.

Mini-Project

Work in groups. Discuss safety issues during business travel and make a brochure. Then upload your work to the teaching platform. Your brochure should include the following steps:

Open.

Module V Workplace Know-how

Omitted.

Module VI More Exercises for Assessment

Listening Comprehension

Section A Safety Notice

Task Listen to the passage and fill in the blanks.

Answers: (1) thirteen/13 (2) open the doors to get out (3) the elevator control panel
(4) certified elevator technicians

Tapescripts:

Elevator Safety Notice

Passenger capacity limit: 1,000 kg for 13 people.

If you find yourself stuck in an elevator, please remember:

YOU ARE SAFE.

DO NOT try to open the doors to get out.

USE the emergency call button located on the elevator control panel to call for help.

WAIT for personnel trained in elevator rescue.

If the elevator isn’t working properly, inform the building management or security officers. Only certified elevator technicians can legally work on elevators.

Section B Relieving Stress

Task 1 Frank is talking with Jenny. Listen to the conversation and tick (✓) the correct answer to each question.

Answers: (1) -B (2) -C

Tapescripts:

(Frank and his colleague Jenny, project manager in the Sales and Marketing Department, are having lunch in the company canteen.)

Jenny: Hi, Frank, you are not eating much. Are you on a diet?

Frank: No, I just feel really tired. And I don't feel like eating.

Jenny: Have you got something on your mind? Can I help you?

Frank: Well, I'm really snowed under. I've been given two projects and the deadline is getting close and I haven't even finished the first one yet. What's more, my mother is still in hospital.

Jenny: Oh dear, that's tough but you must try and take it easy.

Frank: I know, but recently I've been feeling really down and I'm having trouble focusing.

Jenny: You really need some time off.

Frank: I know. How come you always seem so fresh and relaxed? Have you any tips? I need to get back on top of my game.

Jenny: Well, to chill out I often listen to music or read novels. Perhaps that would help you.

Frank: That's a good idea, but it's impossible with a three-year-old around.

Jenny: Oh, yes, of course... Could you go to the gym after work or even just go for a walk every day?

Frank: Sounds a good idea. I need to do something.

Jenny: Yes, you can't just work and worry. You need some relaxation and enjoyment.

Task 2 Listening to the conversation again and decide whether the following statements are True (T) or False (F). Then write down the key words to support your answers.

Answers:

- (1) F feel tired; Don't feel like eating.
- (2) F ... haven't even finished the first one yet.
- (3) T ...to chill out I often listen to music or read novels.
- (4) T Sounds a good idea. I need to do something.

Vocabulary and Structure

Task 1 Complete the sentences with the proper form of the given words in the box.

Answers: (1) swimming (2) calmly (3) risking (4) caused (5) adjusted

Task 2 Fill in the blanks with the proper expressions given in the box.

Answers: (1) look out of (2) play with (3) so far as (4) Work on (5) take steps

Translation

Task Translate the sentences into English using the given expressions.

Answers:

- (1) Employers should provide safety training for workers.
- (2) Workers occupationally exposed to radiation are at risk of cancer.
- (3) Give yourself a break every couple of hours and do something different for a change.
- (4) It's a good habit to wear a seat belt every time you drive.
- (5) It is your choice whether you take that shortcut or do the job right.

Reading and Writing

Task Read the following paragraph and write down your understanding of the underlined part in about 60 words.

Omitted.